

Publisher Level 1

OBJECTIVES

Student will be able to:

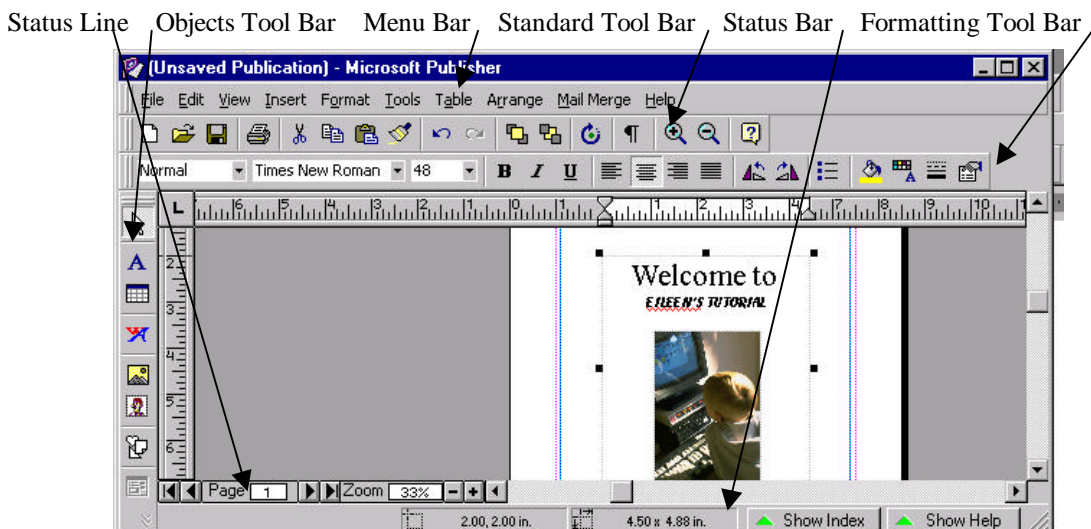
- Identify what Publisher is
- Parts of the Publisher Screen
- Create a new publication using Page Wizard
- Create a new publication using Blank Page
- Text frames
- Use the format menu option
- Customizing the Publisher Screen
 - Turn rulers on and off
 - Insert pages
 - Move between pages
 - Zooming, scrolling and view tools
- Adding ClipArt and Pictures to Your Publication
- Use Office Assistant and Help Menu

WHAT IS PUBLISHER

MS Publisher is an industry-strength DTP (Desktop Publishing) application. While both Word 7 and Publisher can create (almost) identical documents, the underlying structure of each is markedly different.

Desktop Publishing is the process of combining and assembling text and graphic images electronically on a computer screen to output profession-looking publications. DTP programs layout or arrange blocks of text and images in a variety of formats.

Parts of the MS Publisher Window



THE WIZARD

1. Open MS Publisher
2. Click on the Publications by Wizard
3. The wizard in publisher walks you through the making of a design.
4. Choose: Business cards from the wizard menu
5. Choose a Template, don't choose the Paper Direct Templates as these require special paper.
6. Click on the Start Wizard button.
7. Answer the questions on the Wizard clicking the next button as you procedure.
8. When finished click the Finished button.
9. Make the necessary changes to the template to personalize it.

If you still have the logo.

1. Click on the arrow tool on the toolbar on the left
2. Draw a selection box around the logo
3. Press the Delete key

INSERTING A CLIPART

Choose: Insert: Picture: Clip Art

Select the Clip Art you want to insert.

Click, hold and drag the image to the location you want it.

Using the Find button in Clip Art

To find a specific graphic, click on the find button while in the clip art menu

Enter the graphic you want.

For this example we will be using Daisy.

NOTE: To get the Image, rather than the Clip Art you must be on the Image tab before you click the find button.

Resizing the Image

Click on the image so that it is selected (Moving boxes will appear)

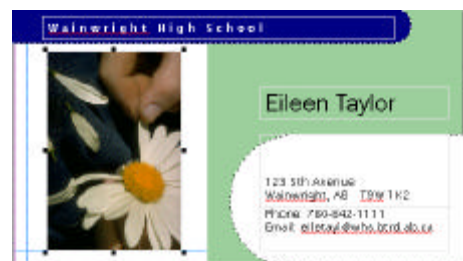
On one of the moving boxes (Usually a corner box)

Click, (a two sized arrow will appear) hold and drag to the desired size.

Moving the Image

Click to select the image

Click, hold, and drag the image to the desired size



MAKING A BLANK PUBLICATION

1. Choose: File: New
2. Click on the Blank Publication Tab
3. Click on Full Page
4. Click the Create Button

Text

1. Click on the A Tool found on the left hand side tool bar.
2. On the blank page, click, hold, and drag to make a selection box. You are making a placeholder to hold your text.
3. Change the font size to 48, the alignment to center, and type WELCOME TO

NOTE: If you box is not big enough you can change the size the same as you would a picture.

4. Insert a picture and resize the picture
5. Click on the text: Welcome to
6. A Cursor should appear, move the cursor to the end of the text

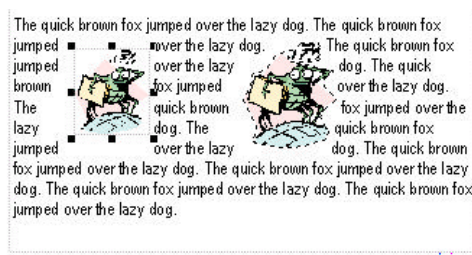
NOTE: You may have to resize the text box before you can add more text, and you may want to move your picture.

7. Hit the enter key
8. Type in Eileen's Tutorial
9. Highlight Eileen's Tutorial
10. Change the font size to 24 and change the font to Balloon.

Wrapping Text Around Clip Art

Text will automatically wrap around the Graphic. If you want to change the way text wraps around you can click on one of the Text wrap icons.

The first one wraps around in a square, and the second wraps around the graphic. Example:



Inserting additional Pages

To insert additional pages click on the new page icon (right arrow) key at the bottom left of the window.



Rulers and Zooming

If your rulers are not visible choose: View: Rulers from the menu tool bar
Zoom in to 100% by clicking on the + sign until the Zoom box says 100%.



This will be the actual size of your document. Note that the inches on your ruler are now really inches. You can now place objects exactly where you want them using these rulers.

Try placing a graphic 2 inches from the top and 4 inches from the left.

For Further Work

Customize your views

Use the help wizard to answer any other questions.

Use the Format menu to add columns, use drop cap, etc.